

CHAPTER 4

FCCSS PRECONSTRUCTION MEETING

SIFC-401.0 PURPOSE

The purpose of the **FCCSS** preconstruction meeting is to review the special inspections requirements of the construction project. The following shall be discussed:

- a. **Construction Project Requirements:** Construction project requirements of the Fairfax County Special Inspections Program, including construction methods, site safety and fire hazard prevention during the construction process.
- b. **Statement of Special Inspections (SSI):** The scope of special inspections for the project, including required and elective special inspections (see Chapter 3).
- c. **Responsibilities:** The roles and responsibilities of each party.
- d. **Communication:** Communication channels between the County's and *Owner's* representatives.
- e. **Phased Construction:** Requirements for phasing or separations of permits, certificates of completion and occupancy requirements.

SIFC-402.0 WHEN REQUIRED

A preconstruction meeting with **FCCSS** is required for every project that will be constructed under the Special Inspections Program. The **FCCSS** preconstruction meeting shall take place after structural review and approval of *construction documents* is completed by the Building Plan Review Branch and prior to the issuance of a building permit.

SIFC-403.0 PARTICIPANTS

The following members of the construction team shall participate in FCCSS preconstruction meetings, as required:

- **Owner**
- **Architect of Record** (building elements and/or soils/foundation elements)
- **Structural Engineer of Record** (building elements)
- **Geotechnical Engineer of Record** (soils/foundation elements)
- **General Contractor**
- **Special Inspections Engineer of Record**
- **Fairfax County Critical Structures Staff**
- **Other Parties** deemed appropriate by the *Owner* or **FCCSS** (*Inspection and Testing*)

Agencies, Subcontractors, etc.)

SIFC-404.0 PROCEDURAL REQUIREMENTS

- 404.1 Scheduling of Meeting:** The *Owner* or the *Owner's* representative shall identify the necessary participants and schedule the meeting by calling the **FCCSS** at (703) 324-1060. Required participants must be represented during the preconstruction meeting. At the preconstruction meeting, the *Owner* or the *Owner's* representative shall complete a contact sheet with names, addresses, and telephone numbers of those in attendance. The *Owner* shall bring to the preconstruction meeting a copy of the *County-approved project construction documents* including the Building Plan Review Branch-approved *Statement of Special Inspections*.
- 404.2 Location of Meeting:** Fairfax County Critical Structures Section office, Herrity Building, 3rd Floor, 12055 Government Center Parkway, Fairfax, Virginia 22035-5504.
- 404.3 Use of Special Inspections Document:** The Special Inspections Document will be used in the meeting to review, discuss, clarify and approve elements of the Special Inspections Program that apply to the project. It is recommended that, prior to the meeting, all parties review this Special Inspections Document as it pertains to the specific project.
- 404.4 FCCSS Approval of Statement of Special Inspections:** The **FCCSS** shall review and approve the *Statement of Special Inspections* (see Section SIFC-304.0) during the meeting. After **FCCSS** review and approval of the SSI, a building permit can be issued.